

Middle School Initiative**PART I
COVER SHEET****CAP 6 SEMESTER 1 WEEK 12****COURSE:** Logistics Officer Staff Duty Analysis, Achievement 15**LESSON TITLE:** Annual Audit and Vehicle Records**LENGTH OF LESSON:** 50 Minutes**METHOD:** Performance**REFERENCE(S):**

1. *Leadership: 2000 and Beyond*, Volume III, Chapter 14
2. CAPP 52-14, *Staff Duty Analysis Guides*, Attachment 1, 15 Oct 98
3. CAPR 20-1, *Organization of Civil Air Patrol*, Part III, 29 May 00
4. CAPR 66-1, *Civil Air Patrol Aircraft Maintenance Management*, 1 Feb 00
5. CAPR 67-1, *Civil Air Patrol Supply Regulation*, 15 Aug 00
6. CAPM 67-2, *Civil Air Patrol Aircraft Parts Supply Depot*, 1 Jan 00
7. CAPR 67-4, *Acquiring, Reporting and Disposing of Corporate Aircraft*, 1 Mar 94
8. CAPR 76-1, *Travel of Civil Air Patrol Members via Military Aircraft and Surface Vehicles and Use of Military Facilities*, 15 May 97
9. CAPR 77-1, *Operation of Privately Owned and Civil Air Patrol Vehicles*, 1 May 93
10. CAPR 87-1, *Acquisition of Real Estate and Facilities for Civil Air Patrol*, 1 Jan 89
11. Administrator's Guide, Chapter 2, Section F; Chapter 3, Section H; and Attachment 6

AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S): None

COGNITIVE OBJECTIVE: The objective of this lesson is for each cadet to conduct an audit of the unit's supplies using the appropriate regulations. If the unit has a vehicle, the cadets are to establish and maintain a list of qualified drivers and a maintenance record for that vehicle.

COGNITIVE SAMPLES OF BEHAVIOR: Each cadet will prepare all required documentation for the audit and vehicle records.

AFFECTIVE OBJECTIVE: N/A

AFFECTIVE SAMPLES OF BEHAVIOR: N/A

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PART II TEACHING PLAN

Introduction

ATTENTION: One of the duties of a supply officer is to maintain a complete inventory of the unit's supplies. This is verified by an annual audit. We will learn how to perform an audit during this period as well as setting up vehicle records and a qualified driver list which will be maintain throughout this year.

MOTIVATION: Paperwork is not confined to supplies within the unit, but to aircraft and vehicles that maybe kept at a separate location from the unit. Paperwork is integral to every CAP staff position. It is important that you learn how to complete paperwork correctly and in a timely manner.

OVERVIEW: In this lesson, we will learn the proper way to conduct an audit and establish vehicle maintenance records and a qualified drivers list.

TRANSITION: Let's begin.

Body

MP 1 To conduct an audit you will need the last S-2, Vehicle Status Report (provided each year by National Headquarters) and S-3, Annual Inventory (provided each year by CAP-USAF). You must match the documentation in the supply files against the S-2 and S-3 reports. Any item not issued should be on hand or otherwise accounted for. Indicate where the item is on the report in red. After the audit is complete, the unit commander or logistics officer signs and dates the report.

MP 2 A file for each person having a CAPF 75, *Civil Air Patrol Motor Vehicle Operator Identification Card* issued by wing headquarters should be set up with a copy of the CAPF 75 and state driver's license. A master list should be updated quarterly. A CAPF 73, *Operator's Vehicle Inspection Checklist* for each month should be in each vehicle assigned to the unit. It is the responsibility of the driver to use this form each and every time the vehicle is used. The cadets will establish the qualified driver records and list and the maintenance records for the vehicle using all appropriate regulations.

Conclusion

SUMMARY: We have established a qualified drivers list and maintenance record for the vehicle assigned to the unit. An audit was conducted to account for all items on the S-2 and S-3 reports.

REMOTIVATION: Where would history be without someone in the past keeping records for the future generations? This was done by paperwork. Paperwork creates an audit trail for inventory. It gives the unit transportation officer a complete list of qualified drivers in the unit. It establishes maintenance records for vehicles. Paperwork is the way that events are maintained as a record of what was done when and by whom.

CLOSURE: Next week, we will begin Achievement 16, your final achievement. You have come a long way during the last several years. I am sure you will continue to do well.

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**PART III
LESSON REVIEW**

LESSON OBJECTIVE(S): The objective of this lesson was for each cadet to conduct an audit of the unit's supplies using the appropriate regulations. If the unit has a vehicle, the cadets established will maintain a list of qualified drivers and a maintenance record for that vehicle.

LESSON QUESTIONS: None